

# A Guide to Website Cookies

The short overview below is intended to provide a general description of Cookies, why they are used on Websites and how you can control them.

## What is a Cookie?

A "Cookie" is a line of program code that remembers what you have been doing when browsing a Website. Whilst you are doing this Cookies will remember which pages and links you have used and speed-up your navigation back to these previously visited pages and links. Some Cookies will be stored on your PC, Smart Phone or Tablet device following each Website visit and these are termed Permanent or Persistent Cookies.

These Cookies remember the identity of your PC, Smart Phone or Tablet device the next time you browse that Website. In a lot of cases this is helpful as it will help speed-up your access and save you some typing time. Some Cookies, however, last only for the duration of your Website visit and end when you leave the Website and store no information, these are called Session Cookies.

## Why are Cookies Used?



Cookies help Website visitors/users –

- To give them a faster access to previously visited Websites.
- To save/store login passwords to save re-typing on future visits.
- To record Website pages visited for site statistical services.

Cookies help Website providers/hosts –

- By storing a user's search preferences for marketing purposes.
- By storing e-shopping selections during online buying processes.
- By permitting user selections to be stored for easy retrieval.

## **Types of Cookies**

There are Session Cookies that last the duration of the Website visit, that end when the visitor exits the site, without leaving any code or trace of the Cookie on the user's PC, Smart Phone or Tablet device. This is the case with our Website.

There are Persistent Cookies which are stored on the user's PC, Smart Phone or Tablet device. These will remain until they are deleted or reach their set expiry time. They are used by product and service providers to track a visitor's browsing activity on their Website to identify what they appear to be interested in.

There are Flash Cookies which are associated with Flash animation and video streams on Websites. These will store what you were watching and where you left off so when you next visit the site you can start where you left off. You cannot control these Cookies via your Browser software, you will need to go to the publishers of Flash Adobe to their Website and follow their instructions.

## **Will my privacy be affected by Cookies?**

Your privacy could be affected by a Persistent Cookie that records previous Website browsing activity, insofar as the next time you visit that site it will know what you looked at and asked for on your last visit and may prompt and tempt you on future visits. For some users this is considered helpful and a benefit. In most cases no actual personal identity details are recorded.



For many other sites, including the one you are on at the moment, the Cookies used are Session Cookies. These are designed to help you around the Website when you are visiting and stop when you leave. You do not need to leave any personal information when visiting this Website and no information will be stored about your visit after you have left.

Any personal information that we do gather when you complete one of our online Web enquiry forms and submit to us is treated in strict confidence. We also take responsibility for the security of that information which we will not release to any outside third party without your written permission. (See our Privacy Policy for details how we store personal data)

## How to control the use of Cookies

From now on Websites that use Persistent Cookies should warn you that they are used on that Website, so you have a chance to continue or exit. In a lot of cases you will find that accepting to use Cookies will improve your browsing of that site and your overall access to it. However, if you feel that your privacy and or security will be infringed in some way, you will have the option to say no or opt out.

You can also use your Browser software to control Cookies. Most PCs, Smart Phones and Tablet devices automatically accept them but you can change these browser settings to restrict, block or delete cookies if you want.

If you are using **Internet Explorer** you can control Cookies by clicking the Tool function navigation link displayed across the top of the screen and then scroll down to the Privacy settings or In Private Filtering and following the instructions. For **Microsoft Edge** it is much the same - click the three horizontal dots in the top right corner of the screen, then select Settings, then Advanced Settings then scroll to bottom where you will see your Cookies Control options.

If you are using **Mozilla Firefox** you can control Cookies by clicking the Tools function navigation link displayed across the top of the screen and then scroll down to the Options drop-down and then select the Privacy tab shown across the pop-up box that appears and following the instructions.

If you are using **Google Chrome** you can control Cookies by clicking the Spanner icon for the Tools function navigation link displayed across the top of the screen and then scroll down to the Settings drop-down and then selecting the Bonnet tab and select the Content Settings in the Privacy section and following the instructions.

If you are using **Apple Safari** you can control Cookies by clicking the cog wheel icon navigation link displayed in the top right of the screen and clicking on the Preferences drop-down and then selecting the Privacy tab that appears across the top of the pop-up box that appears and following the instructions.

Controlling Cookies on Smart Phones and Tablet devices may require different procedures as they may use different Browsers so you should consult your device's user manual.

**Disclaimer:** This guide has been prepared to provide general guidance on Website Cookies and not a definitive explanation of all Cookies in all circumstances. For the latest information and advice on Website Cookies, contact a provider of technical advice on Website Cookies. The authors accept no responsibility for the accuracy of this guide and or the consequences of any actions taken as a result of reading this guide.